Chapter 2

Accessing Requests for Personnel Action

Chapter Overview

Purpose

Requests for Personnel Actions (RPAs) can be accessed in a number of methods. This chapter will provide information on accessing RPAs from the *Civilian Inbox* and the **Navigation** Window. RPAs are accessed based on your role and responsibility.

Chapter Contents

See Also
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Module 1, Fundamentals Using the Modern DCPDS
- Chapter 7, Folders
- Chapter 10, Civilian Inbox

Access to Request for Personnel Actions

Based on your role and responsibility in your organization, you will have access to a range of RPAs through the:

- Civilian Inbox as described in Module 1, Fundamental of the Modern DCPDS.
- *Navigation List* on the **Navigator** Window using the *Request for Personnel Action* or the *CAO/TRANSFER Request*.
- Reports function by selecting *Processes and Reports* from the *Navigation List*.
- *Processes and Reports* and selecting the *View Requests* from the *Navigation List*.
- *PSEUDOSF50* from the *Navigation List*.

Accessing Personnel Actions From The Navigator Window

Nature of Actions

There are other methods of accessing RPAs in addition to the Civilian Inbox. One method is through the **Navigator** Window by using the **Navigation List** which has a listing of Nature of Actions (NOAs) that can be accessed by you. The access to the NOA menu listings is dependent on your role and responsibility.

Accessing the Nature of Actions Menu

From the **Navigator** Window, follow this path to access a Nature of Action and begin processing any of the NOA menu options listed under *Request for Personnel Action*.

Navigation List → *Request for Personnel Action* → *Change Actions (or Cancellation/Correction; Recruit/Fill; Living Benefits; etc)* (or any of the other NOAs listed under the *Request for Personnel Action* menu) to display the opening window.

Note: Each of the NOAs may display a variety of opening windows, if they do not display Page 1 of the RPA, on initial entry. These windows require actions to be performed by you before you can complete the RPA. For illustration purposes, the Cancellation/Correction NOA has been selected.
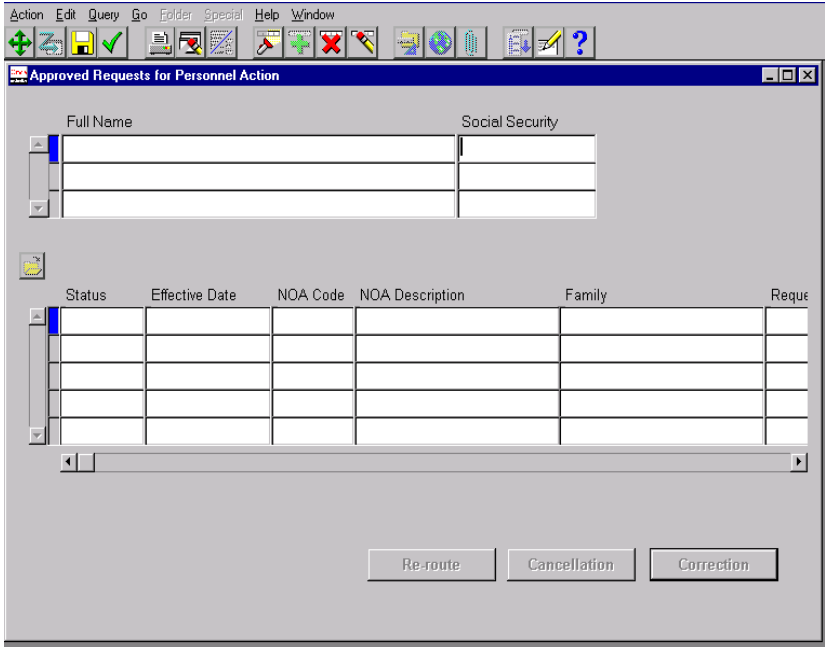
Cancellation/ Correction as an Example

This process is performed to cancel an RPA action or to correct an RPA. Follow the steps listed below to cancel and/or correct an action.

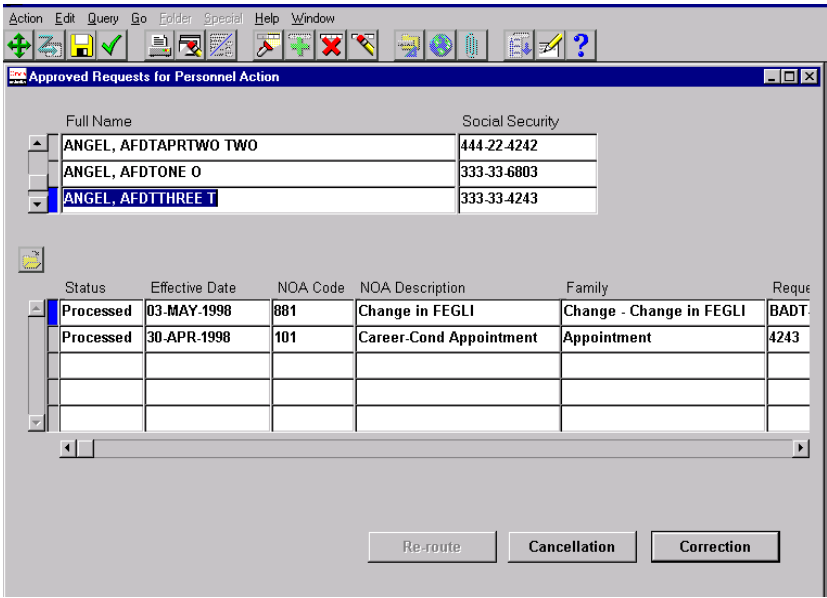# Accessing Personnel Actions From The Navigator Window,
Continued

Correction as an Example/Cancellation (continued)

Step	Action
1	From the **Navigation List**, click *Request for Personnel Action* → *Cancellation/Corrections* → <**Open**>. The **Approved Requests for Personnel Action** Window displays with your cursor in the *Full Name* data field.

Accessing Personnel Actions From The Navigator Window,
Continued

Cancellation/Correction as an Example (continued)

Step	Action
2	Click **Query** on the Menu Bar → **Enter** (type a few letters in the *Full Name* data field followed by "%") → **Query** → **Run** to automatically populate the Name data field with a listing of names that meet your query. *Or* Click **Query** from the Main Menu Bar and click **Find All** to display a listing of all employees with requests for actions. **Note:** 'Processed' in the **Status** area indicates the action has been approved and updated to HR; 'Pending' status indicates a future action that will occur on the effective date of the RPA. **Note:** If you select a pending action and click <**Re-route**>, the RPA will return to your Inbox. You can make any necessary changes and resubmit the action.

Accessing Personnel Actions From The Navigator Window,
Continued

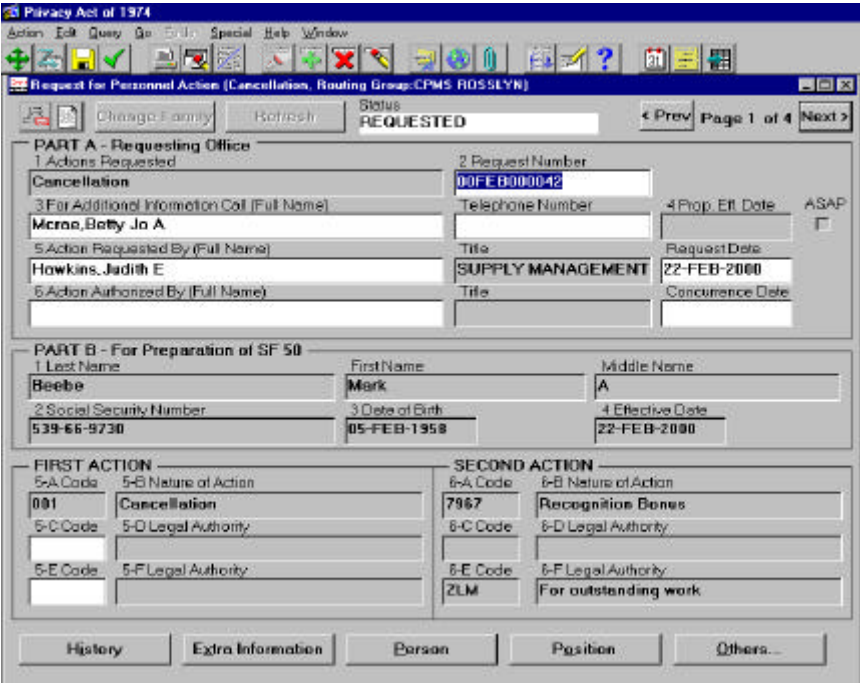**Cancellation/Correction as an Example** (continued)

Step	Action
3	If a multiple listing is displayed, use the scroll bar to locate the Name and Social Security Number of the employee you queried (the information automatically displays in the *Status* area). Review the information about the status of the actions in the *Status* area.
	Use the scroll bar next to the **Status** field to locate the RPA you want to cancel/correct or use the up and down arrow keys. Click in the *Current Record Indicator* block to highlight the action to cancel/correct.
	Note:
	• If you are canceling or correcting dual actions, you must process a separate RPA for each action.
4	Click the <**Cancellation**> [Cancellation] Taskflow button to create an RPA to begin the process of canceling an action. Correction, as an illustration, is explained in Step 5.

Accessing Personnel Actions From The Navigator Window,

Continued

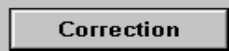**Cancellation/Correction** (continued)

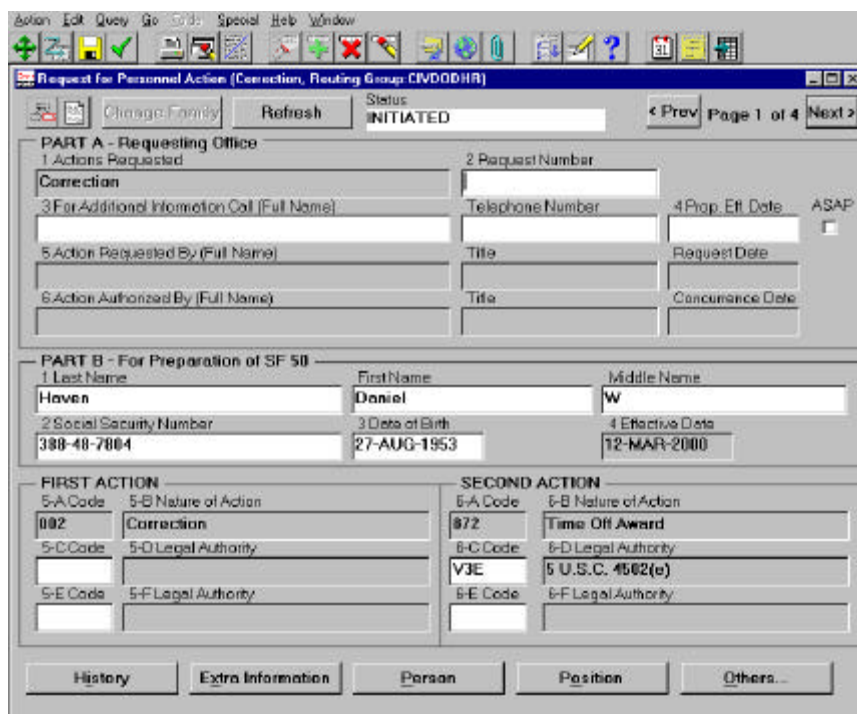| Step	Action
4-a	The RPA displays with the cancellation NOA entered in the *Actions Requested* data field.
	Note: You cannot change the Nature of Action family or any data on this action once Cancellation NOA has been selected.
4-b	Save the action, route, approve, or submit the RPA for Update HR as you would any other RPA, following the directions given on the screen.
	Note: If you close the **Cancellation** action, the application places it in your Civilian Inbox where you can continue to work on it. If you delete the **Cancellation** action before approving and *Updating HR*, the system restores the original approved action to the **Approved Requests for Personnel Action** Window.

Accessing Personnel Actions From The Navigator Window,

Continued

Cancellation/Correction as an Example (continued)

Step	Action
5	Click the <**Correction**> **Correction** Taskflow button to begin the process of correcting an action.
5-a	The RPA is displayed with the Correction NOA entered in the *Actions Requested* data field. Enter the data you wish to correct in the appropriate data field(s).

Accessing Personnel Actions From The Navigator Window,
Continued

Cancellation/Correction as an Example (continued)

Step	Action
5-b	Save the corrected action, route, approve, or submit the RPA for Update HR as you would any other RPA, following the directions given on the screen. **Notes:** • If you close the Correction action without routing, the application places it in your Civilian Inbox where you can continue to work on it at a later time. • If you delete the Correction action before approving and *Updating HR*, the system restores the original approved action to the **Approved Requests for Personnel Action** Window. *Updating HR* enters the corrections in the appropriate records for the effective date of the original action. A NPA can be printed at this time, if needed.

Viewing Personnel Actions from the Navigator Window

Viewing Status of Your RPA Requests

On occasion, you may need to view the request status of your RPAs. To access your requests, follow this path. On the *Navigation List*, click *Processes and Reports* → *View Requests* → **<Open>** to display the **Concurrent Request Summary** Window. Click **Query** on the Main Menu Bar → **Run** or F8 (to display a listing of your RPAs that you have printed or requested for printing).

Concurrent Request Window Description

The information displayed in the window is dependent on the information displayed in the drop-down menu listing. There are five selections for viewing your actions in this area. Information on this function is available in Module 1, Fundamentals of the Modern DCPDS, Chapter 8, Reports.
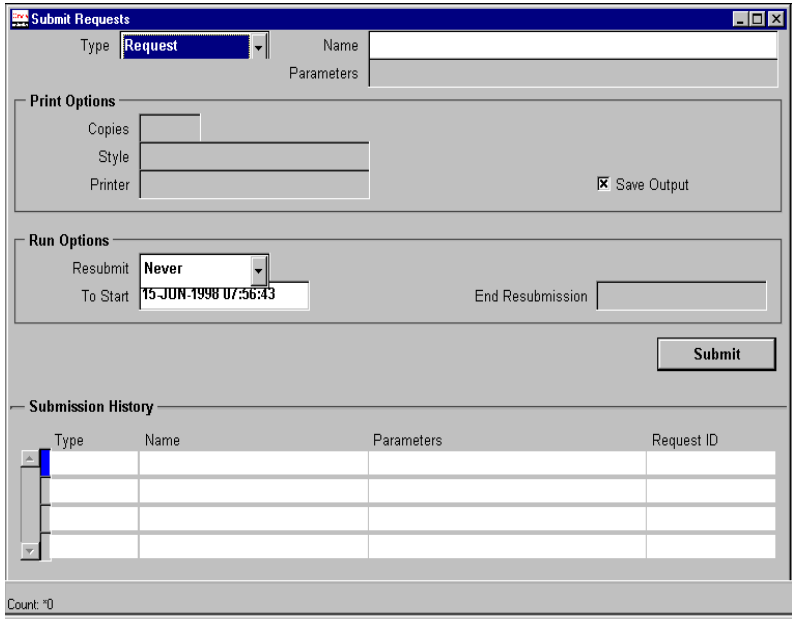
Viewing Status

Highlight the appropriate report, and click <**Open**> to display the **Concurrent Requests** Window. You can now view the current status of your RPA report.

Viewing Personnel Actions from the Navigator Window,
Continued

Step	Action
Submitting a Request	You can also view and print your NPA from the **Navigation List** by using the *Submit Processes and Reports* menu selection.

Step	Action
1	From the **Navigation List**, click *Processes and Reports* → *Submit Processes and Reports* → <**Open**>. The **Submit Requests** Window displays:
2	Follow the instructions in Module 1, Fundamentals of the Modern DCPDS, Chapter 8, Reports, on how to complete this window and submit your request.

Viewing Personnel Actions from the Navigator Window,
Continued

View a Request for Personnel Action

After the request has been submitted and you are still in the **Submit Requests** Window, you can view the action as well as print the action.

Step	Action
1	From the Main Menu Bar, click _Help_ → _View My Request_.
2	The **Requests** Window displays. Click <**Report**> to display the completed NPA.
3	Click **Action** → **Print** from the Main Menu Bar to print the action or click the Print Icon on the left of the screen.
4	Click **Action** → **Exit** to return to the **Requests** Window.
5	Click **Action** → **Close Window** or the "X" to continue closing the Window until the **Navigation List** displays.

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